

**AGENDA**  
**Board of Directors**  
**35-A District Agricultural Association**  
**April 20, 2020**  
**5:00 PM**

**CALL TO ORDER:** Items listed on this agenda may be considered in any order, at the discretion of the Chair. Teleconferencing meeting because of the COVID-19.

**DIRECTORS AND STAFF PRESENT:** Voice Roll Call

**DIRECTORS AND STAFF ABSENT:**

**GUESTS:**

**PUBLIC COMMENTS:** All speakers will be recognized by the chair and be allowed a maximum of three minutes.

**APPROVE AGENDA:**

**APPROVE MINUTES** of the February 24, 2020 regular meeting. (March meeting was canceled due to COVID-19)

**APPROVE DISBURSEMENTS** in the amount \$41,833.31 and net payroll in the amount of \$14,676.60 for the month ending February 29, 2020 and \$29,693.09 for disbursements and \$14,401.91 for payroll ending March 31, 2020.

**APPROVE AB 1499 AGREEMENT WITH CDFA:**

**APPROVE CONTRACTING POLICIES AND PROCEDURES:**

**APPROVE REQUIRED EMPLOYEE WORK CONDITIONS POLICY:**

**APPROVE LETTER REQUESTING 2020 ALLICATION FROM F & E:**

**RODEO GRAND MARSHALL:**

**EXHIBITS COMMITTEE:**

**DIRECTORS COMMENTS:**

**STAFF COMMENTS:**

**MANAGERS REPORT:**

- Financial
- Any other fair related information

**ADJOURNMENT:**

MINUTES  
35-A District Agricultural Association  
Board of Directors  
February 24, 2020

CALL TO ORDER: The meeting was called to order at 5:00 PM by President T. Williams in the director's room of the 35-A District Agricultural Association.

PLEDGE OF ALLEGIANCE: Was led by Wass.

DIRECTORS AND STAFF PRESENT: Williams, Richards, Wass, Phillips, Appling, Stewart, Shelton, Bullis, Foley.

DIRECTORS AND STAFF ABSENT: None

GUESTS: Katy Casner & Cathy Orth

PUBLIC COMMENTS: None

APPROVE AGENDA: Motion by Stewart, second by Appling and carried to approve the agenda as emailed.

CAROL SUGGS: Stock Horse Show – Carol presented the fair board a request to bring back the stock horse show the Sunday 2 weeks prior fair. An outline of the request is attached and made a part of these minutes. After discussion the board offered to rent the facility to them for a discounted rate of \$400.00 plus proof of liability insurance, they will have to provide their own tractor and water truck if needed. They are responsible for the entire show from start to finish. Carol will get back to the board with their decision.

APPROVE MINUTES: Motion by Wass, second by Stewart and carried to approve the minutes of the January 27, 2020 regular meeting.

APPROVE DISBURSEMENTS: Motion by Richards, second by Shelton and carried to approve disbursements in the amount of \$82,904.41 and net payroll \$15,890.03 for the month ending January 31, 2020. Richards asked if we here on track from previous years; Manager Bullis informed the Board that Workers Comp and Liability Insurance had been paid in January.

FAIR THEME: Board members went over all theme's that where suggested. Motion by Wass, second by Stewart and carried to approve the 2020 Fair Theme of "Remember When".

MARKETING COMMITTEE: Director Shelton went over the suggested changes that the marketing committee recommended, a budget of \$500.00 to have a logo designed for social media and \$200.00 to spend on our RV camping advertisement, to be more active in our social media posts.

2019 STATEMENT OF OPERATIONS: Manager Bullis gave the report on the 2019 STOP. 2019STOP is attached and made part of these minutes. Motion by Shelton, second by Richard and carried to approve the 2019 STOP as presented.

FORM 700: Form 700 was handed out and signed by Board Members.

POLICES AND PROCEDURES: The following existing written policies and procedures were reviewed with manager recommending that no changes be made for 2019: Policy Manual, Alcohol Management, Sexual Harassment/Discrimination, Emergency Procedures, Blood Borne Pathogens, Interim Rental, Employee Handbook, Violence or Threats of Violence, Controlled Substances & Alcohol, Procurement Management, Vendor Policy, Motion by Phillips, second by Stewart and carried to approve the above polices for the 2020.

ADOPTION GUIDELINES & PROVISIONS FOR FREEDOM OF SPEECH AREA: Bullis went over the sample policy from Dixon May County Fair that was emailed to the directors for review. Bullis explained the need to adopt a policy due to increased requests for an area to protest/freedom of speech area at events held on the grounds. Motion by Stewart, second by Phillips and carried to approve adopting the same policy for Mariposa Fair.

DIRECTORS & STAFF COMMENTS:

- Appling- Looking forward to a good year.
- Stewart- Thanked the fair staff for all their hard work.
- Shelton- Thanked the marketing committee and stated that the poppies are already coming out in the river canyon.
- Wass- Planning on having an exhibits meeting on March 4, 2020.
- Phillips- Thinks the new freedom of speech policy will be good.
- Richards- Reminded the other board members that Bullis will be going to the Board of Supervisors on March 17, 2020 to request \$100,000 and will need everyone's support that can make it. Richards also reminded all board members of the reasons for requesting funds from the county in case any of them are approached from the public.
- Williams – Governor's State of Address, Homeless problem does not belong at the fairgrounds.

MANAGER'S REPORT:

- Governor's State of Address to utilize fairgrounds free to homeless is to be administered through the County. As of this date Mariposa is not on the list.
- Mary Hodson has resigned as the Chair for our horse show committee, her and her husband, Bill have moved to Arizona. Bill was also our horse show announcer, Ted Dryer has agreed to do our announcing for the cost of his room for two nights.

ADJOURNMENT: Motion by Stewart, second by Richards and carried to adjourn the meeting in memory of Lonny Richards at 6:04 pm.

Respectfully Submitted;

Tom Williams, President

Brian Bullis, CEO/General Manager

# AP Payments Check Register

## Check Register

Mariposa Fair  
May

Thursday, March 12, 2020 9:48:55AM

Page 1

Reference	Date	Vendor	Vendor Description	Net Pay	Merge #
15095	2/3/2020	BowRic	Rick Bowers, CPA	2,100.00	6,569
15096	2/3/2020	BOYSTA	Stanley R. Boyer	120.00	6,570
15097	2/3/2020	BULLBR	Brian Bullis	373.50	6,571
15098	2/3/2020	CARDSE	Cardmember Service	1,680.39	6,572
15099	2/3/2020	CFSA	California Fair Services Authority	2,816.73	6,573
15100	2/3/2020	CHASE	Chase's Foothill Petroleum	146.29	6,574
15101	2/3/2020	CISSPR	Cisc Fire Sprinklers, Inc.	1,050.00	6,575
15102	2/3/2020	COURT	Court-Ordered Debt Collections	192.06	6,576
15103	2/3/2020	DELTDE	Delta Dental	323.68	6,577
15104	2/3/2020	FERRGA	Ferrell Gas	818.44	6,578
15105	2/3/2020	FOSTTR	Foster Ace Hardware	1,050.07	6,579
15106	2/3/2020	JCFREF	JC Fremont Hospital Foundation	178.33	6,580
15107	2/3/2020	LAMTEC	Lambert Technical Services	93.75	6,581
15108	2/3/2020	MARLYO	Mariposa Lions Club	240.59	6,582
15109	2/3/2020	MOOGIL	Gilda Moore	200.00	6,583
15110	2/3/2020	PG&E	Pacific Gas & Electric	3,966.84	6,584 (Voided)
15110	2/3/2020	PG&E	Pacific Gas & Electric	3,966.84	6,608 (Voided)
15110	2/3/2020	PG&E	Pacific Gas & Electric	3,966.84	6,609
15111	2/3/2020	POWEGL	Powernet Globel Comm.	43.16	6,585
15112	2/3/2020	PURCPO	Purchase Power	30.88	6,586
15113	2/3/2020	QUILCO	Quill Corporation	90.74	6,587
15114	2/3/2020	RECOLO	Recology Mariposa	638.20	6,588
15115	2/3/2020	RESEAC	Reserve Account	500.00	6,589
15116	2/3/2020	SEIU	Seiu Local 1000	67.04	6,590
15117	2/3/2020	SIEPRO	Sierra Propane	479.59	6,591
15118	2/3/2020	SIERTE	Sierra Telephone	604.33	6,592
15119	2/3/2020	SIEVSU	Sievert Supply	23.45	6,593
15120	2/3/2020	SPARK	Sparkletts	125.28	6,594
15121	2/3/2020	SPRIIN	Spriggs Inc.	311.63	6,595
15122	2/3/2020	SWRCB	SWRCB Accounting Office	880.00	6,596
15123	2/3/2020	TECHHE	Tech Heads, Inc	526.83	6,597
15124	2/3/2020	THYSKR	ThyssenKrupp Elevator Corp	853.67	6,598
15125	2/3/2020	WFA	Western Fairs Association	125.00	6,599
CaTax013120	2/4/2020	EDD	EDD	296.63	6,567
CaTax021420	2/19/2020	EDD	EDD	10.60	6,603
EFT 01/20	2/4/2020	CALPERS	Calpers-Hcf	16.15	6,600
EFT 01/20	2/24/2020	PERS	PERS Retirement	6,395.42	6,612
EFT 02/20	2/4/2020	CALPERS	Calpers-Hcf	5,981.20	6,601
EFT 02/20	2/24/2020	CALPERS	Calpers-Hcf	11.90	6,613
EFT 03/20	2/24/2020	CALPERS	Calpers-Hcf	4,407.20	6,614
FEDTax013120	2/4/2020	IRS	Internal Revenue Service	3,684.87	6,566
FEDTax021420	2/19/2020	IRS	Internal Revenue Service	295.50	6,602
SDITax013120	2/4/2020	EDD	EDD	83.37	6,568
<hr/>					
Total Payments:	43				
Total Amount:	41,833.31				

# Check Register

## Payroll Check Register

Mariposa Fair  
May

Page 1  
3/12/2020 9:50:17AM

Check #	Void	Date	Employee	Name	Amount
2035		2/14/2020	ChWiem	Wiemer, Christina M.	395.71
2036		2/14/2020	MaHett	Hettinger, Mary K.	178.46
2037	Void	2/14/2020	WiTayl	Taylor, Willie	1,115.88
2037	Rev	2/14/2020	WiTayl	Taylor, Willie	1,115.88-
2038		2/14/2020	WiTayl	Taylor, Willie	1,115.88
2039		2/28/2020	ChWiem	Wiemer, Christina M.	300.46
2040		2/28/2020	HeHutc	Hutchinson, Heidi	47.35
2041		2/28/2020	MaHett	Hettinger, Mary K.	127.47
2042		2/28/2020	ThCalh	Calhoun, Thomas E.	47.35
2043		2/28/2020	WiTayl	Taylor, Willie	1,147.97
Direct Deposit		2/28/2020	BrBull	Bullis, Brian	5,793.69
Direct Deposit		2/28/2020	JuLebo	Lebow, Julie A.	2,959.98
Direct Deposit		2/28/2020	LeFole	Foley, Leslie	2,562.28
Grand Totals: 13 Disbursements to 8 Employees					14,676.60

# AP Payments Check Register

## Check Register

Mariposa Fair  
May

Wednesday, April 8, 2020 5:01:03PM  
Page 1

Reference	Date	Vendor	Vendor Description	Net Pay	Merge #
1001	3/11/2020	BOYSTA	Stanley R. Boyer	120.00	6,653
1003	3/18/2020	DulShe	Shelly Dulcich	400.00	6,688
1005	3/18/2020	YouJod	Jody Young	400.00	6,687
1006	3/18/2020	WinTar	Tara Winslow	200.00	6,686
15126	3/4/2020	BERKAR	Karla Berg	292.58	6,618
15127	3/4/2020	BULLBR	Brian Bullis	40.00	6,619
15128	3/4/2020	CARDSE	Cardmember Service	1,834.51	6,620
15129	3/4/2020	CFSA	California Fair Services Authority	2,222.45	6,621
15130	3/4/2020	CHASE	Chase's Foothill Petroleum	198.20	6,622
15131	3/4/2020	COASHA	Coast Hardware	20.76	6,623
15132	3/4/2020	DELTDE	Delta Dental	323.68	6,624
15133	3/4/2020	ECVMAT	ECV Matuca Chapter #1849	108.05	6,625
15134	3/4/2020	Etermi	Eterminals	1,277.75	6,626
15135	3/4/2020	FERRGA	Ferrell Gas	534.70	6,627
15136	3/4/2020	FOSTTR	Foster Ace Hardware	492.13	6,628
15137	3/4/2020	JOHNPL	Johnson Plumbing Inc.	159.50	6,629
15138	3/4/2020	KELMOO	KELLY-MOORE PAINT CO, INC	1,331.10	6,630
15139	3/4/2020	MARIBU	Mariposa County Farm Bureau	72.00	6,631
15140	3/4/2020	MARLYO	Mariposa Lions Club	33.11	6,632
15141	3/4/2020	MARREP	Mariposa Republican Central Committee	215.77	6,633
15142	3/4/2020	PG&E	Pacific Gas & Electric	4,008.70	6,634
15143	3/4/2020	POWEGL	Powernet Global Comm.	48.64	6,635
15144	3/4/2020	PURCPO	Purchase Power	98.53	6,636
15145	3/4/2020	QUILCO	Quill Corporation	334.98	6,637
15146	3/4/2020	RECOLO	Recology Mariposa	638.20	6,638
15147	3/4/2020	REGALIA	Regalia	74.16	6,639
15148	3/4/2020	SEIU	Selu Local 1000	67.04	6,640
15149	3/4/2020	SIERTE	Sierra Telephone	684.33	6,641
15150	3/4/2020	SIEVSU	Sievert Supply	12.33	6,642
15151	3/4/2020	SPARK	Sparkletts	41.43	6,643
15152	3/4/2020	SPRIIN	Spriggs Inc.	245.50	6,644
15153	3/4/2020	WFA	Western Fairs Association	1,030.00	6,645
15154	3/4/2020	WOLFMA	Maria Wolf	281.96	6,646
CaTax022820	3/4/2020	EDD	EDD	292.40	6,616
CaTax031320	3/18/2020	EDD	EDD	9.23	6,648
EFT 02/20	3/16/2020	PERS	PERS Retirement	7,410.20	6,649
FEDTax022820	3/4/2020	IRS	Internal Revenue Service	3,788.65	6,615
FEDTax031320	3/18/2020	IRS	Internal Revenue Service	267.15	6,647
SDITax022820	3/4/2020	EDD	EDD	83.37	6,617
<b>Total Payments:</b>	<b>39</b>				
<b>Total Amount:</b>	<b>29,693.09</b>				

# Check Register

## Payroll Check Register

Mariposa Fair  
May

Page 1  
4/8/2020 5:02:47PM

Check #	Void	Date	Employee	Name	Amount
2044		3/13/2020	ChWiem	Wiemer, Christina M.	286.80
2045		3/13/2020	MaHett	Hettinger, Mary K.	152.96
2046		3/13/2020	WTayl	Taylor, Willie	1,066.15
2047		3/27/2020	ChWiem	Wiemer, Christina M.	122.91
2048		3/27/2020	MaHett	Hettinger, Mary K.	178.46
2049		3/27/2020	WTayl	Taylor, Willie	1,278.68
Direct Deposit		3/27/2020	BrBull	Bulls, Brian	5,793.69
Direct Deposit		3/27/2020	LeFole	Foley, Leslie	2,562.28
Direct Deposit		3/27/2020	JuLebo	Lebow, Julie A.	2,959.98
Grand Totals: 9 Disbursements to 6 Employees					14,401.91

**Resolution to Determine the Eligibility of the  
Mariposa Fairgrounds  
To receive Sales and Use Tax Allocations  
AB 1499 Funding  
Under Executive Order N-40-20**

A resolution of the Mariposa Fairgrounds Board requesting access to the Sales and Use Tax Allocations AB 1499 (New Fair Funding) as of April 6, 2020.

The Mariposa Fairgrounds Board understands that in order to receive New Fair Funding the fair and its lessees, will need to abide by the following work conditions for non-management employees in the manner described under in Chapter 3 of Division 7 of Title 3 of the California Code of Regulations. The Executive Order N-40-20 is suspending Business and Professions Code section 19620.15(h)(3)(C) throughout the duration of the proclaimed emergency.

- A meal period of not less than 30 minutes for a work period of more than five hours per day, unless the work period per day of the employee is less than six hours and the meal period is waived by mutual consent of both the employer and the employee.
- The second meal period of not less than 30 minutes for a work period of more than 10 hours per day, unless the work period per day of the employee is less than 12 hours, the second meal period is waived by mutual consent of both the employer and the employee, and the first meal period was not waived.
- Compensation at the rate of no less than one and one-half times the regular rate of pay for any work in excess of eight hours in one workday, any work in excess of 40 hours in any one workweek, and the first eight hours worked on the seventh day of work in any one workweek.
- Compensation at the rate of no less than twice the regular rate of pay for any work in excess of 12 hours in one day.
- Compensation at the rate of no less than twice the regular rate of pay for any work in excess of eight hours on any seventh day of a week.



The Mariposa Fair Board agrees to these terms and, as required by the regulations, has adopted a policy that outlines the required work conditions for all non-management employees of the fairgrounds and lessees.

Additionally, the Mariposa Fairgrounds Board has approved contracting policy and procedures that stipulates that all lessees covered by the regulations are required to provide to non-management employees the required work conditions and that all leases shall include the required contract provisions.

**Passed, approved, and adopted on the day, April 20, 2020.**

**Ayes:**

**Nayes:**

**Abstentions:**

**The above statement is verified and true:**

Approved: April 20, 2020

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Contracting Policies and Procedures**  
**as required by Business and Professions Code (BPC)**  
**section [19620.15](#)**  
**35-A DAA - Mariposa Fairgrounds**

1. Leases that grant exclusive and continuous occupancy for a period of one-year or longer shall include the following provisions:
  - a. Lessee shall provide to all non-management employees the working conditions, or greater, outlined in Required Working Conditions Policy. Failure to provide the working conditions shall be considered a material breach.
  - b. Lessee acknowledges that the Mariposa Fair is a state institution under the oversight of the California Department of Food and Agriculture (CDFA) which conducts periodic audits for the purpose of ensuring compliance with state law and policy. Upon written request and with reasonable notice, Lessee shall make records available to the CDFA Audit Office for examination in order to confirm compliance with the required work conditions policy. Records may include but are not limited to, payroll and time keeping records of non-management employees.”
  - c. Lessee shall notify Mariposa Fair within 15 business days of receiving notice of any complaint made by a non-management employee or finding of a violation by a labor or personnel authority, based on the working conditions outlined in Required Working Conditions Policy.
  - d. Upon a finding that Lessee failed to comply with the required work conditions, Lessee shall provide Mariposa Fair with written assurance within thirty (30) days of the finding that the breach will be cured before the Mariposa Fair may terminate this lease as provided herein.
2. All existing leases prior to April 20, 2020 shall be amended in writing and signed by the parties to include the required contract provisions and policy.
3. Upon the CDFA audit office’s request, the fair shall make available all records necessary to conduct an audit. During an audit, the fair shall assist CDFA in requesting that the lessee make available its records for examination pursuant to the lease.
4. The fair shall inform CDFA in writing within 15 business days of receiving notice of either of the following:
  - a. Any complaint or finding of a violation for the fair’s failure to provide the required work conditions to a non-management employee; or
  - b. A final ruling issued by a relevant labor or personnel authority that determines the fair or a lessee did not provide its non-management employees the required

work conditions.

5. The fair shall otherwise be in compliance with all labor laws and current with the Department's audit reporting requirements.

**Exemptions:**

- a. Lessees that employ less than fifty employees of a fulltime status as determined by the Internal Revenue Service's [Monthly Measurement](#) Method.

**The above policy is adopted, verified and true:**

Approved: April 20, 2020

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Board Chair signature

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Date

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Print Name

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CEO signature

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Date

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Print Name

## **Exhibit X**

### **Required Employee Work Conditions Policy Mariposa Fairgrounds**

The Mariposa Fairgrounds will abide by the following work conditions for non-management employees in the manner described under in Chapter 3 of Division 7 of Title 3 of the California Code of Regulations.:

- A meal period of not less than 30 minutes for a work period of more than five hours per day, unless the work period per day of the employee is less than six hours and the meal period is waived by mutual consent of both the employer and the employee.
- A second meal period of not less than 30 minutes for a work period of more than 10 hours per day, unless the work period per day of the employee is less than 12 hours, the second meal period is waived by mutual consent of both the employer and the employee, and the first meal period was not waived.
- Compensation at the rate of no less than one and one-half times the regular rate of pay for any work in excess of eight hours in one workday, any work in excess of 40 hours in any one workweek, and the first eight hours worked on the seventh day of work in any one workweek.
- Compensation at the rate of no less than twice the regular rate of pay for any work in excess of 12 hours in one day.
- Compensation at the rate of no less than twice the regular rate of pay for any work in excess of eight hours on any seventh day of a work week.

This policy applies to all non-management employees employed by the fairgrounds and employees of leases that grant exclusive and continuous occupancy for a period of one-year or longer.

This policy **Does Not** apply to:

- a. Employees covered by a valid collective bargaining agreement if that agreement expressly provides for all of the following: (1) Wages, hours of work, and working conditions of the employees; (2) Meal periods for the employees, including final and binding arbitration of disputes concerning application of its meal period provisions.
- b. Interim events and short-term rentals of a term less than a year.
- c. Lessees that employ less than fifty employees of a fulltime status as determined by the Internal Revenue Service's Monthly Measurement Method.

**The above policy is adopted, verified and true:**

Approved: April 20, 2020

\_\_\_\_\_  
Board Chair signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
CEO signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

# 35-A District Agricultural Association

## Mariposa County Fair and Homecoming

March 16, 2020

Division of Fairs and Expositions

1220 N. Street, Sacramento CA 95814

ATTN: John Quiroz

Mariposa 35-A District Agricultural Association is requesting \$45,828 for 2020 general allocation and \$2,903 for a training allocation.

Thank you,

Brian Bullis, Mariposa Fair CEO



Tom Williams, Mariposa Fair Board President